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Executive Assistant to DCI

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Director of Training

NO CHANGE in Class. ☐☐ DECLASSIFIED

Class. CHANGED TO: TS S (C)

DDA Memo, 4 Apr 77

Weekly Summary Report

Auth: DDA REG. 77/1793

Date: 30/10/78 By: 008

1. The problem of giving Junior Officer Trainees intensive language training and, at the same time, keeping them current with on-the-job developments is being discussed with Chief, External and Language Training Division. The objective is the development of a training program consisting of four hours of intensive language training and four hours of on-the-desk experience each day. If such a plan can be worked out, it will have the advantage of giving the JOT competence in a language and, at the same time, maintaining his direct association with the Agency and keeping him current with the intelligence problems of the area with which he is concerned. Such a program would have a number of advantages for JOT's over the present method of giving them language training, which either removes them from Headquarters or takes them off the desk full time. It is conceivable, too, that the substantive offices of the Agency would support such a scheme since the JOT's desk officer would be able to maintain closer contact with the JOT during his desk training. At present at least eighteen JOT's are taking some form of language training. Four of this number are in intensive programs, while the others are in programs which vary in intensity. It is hoped that many more JOT's will be given this kind of training in the near future.

2. The rotation of OTR instructors to other components of the Agency over the past few months has resulted in a severe staff shortage. Deferment of pending rotations may be necessary until OTR is assured of sufficient qualified replacements of these instructors. A meeting was held on 20 October with officials of the DD/P, Personnel Office and OTR to discuss this urgent need. The Clandestine Services Training Committee has called upon all area divisions within the DD/P to acquaint them with OTR's problem of obtaining qualified instructors with operational experience. This problem is two-fold: (1) it involves an increase of staff instructors for Phases II and III in order to prevent the abuse of already over-worked personnel, and (2) it involves replacement by DD/P of OTR

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instructors who are rotating into operational assignments. Over the past twelve months, OTR has furnished DD/P with more personnel than DD/P has made available to OTR. The Clandestine Services Training Committee reports that each division chief will make available two or more instructors to OTR to alleviate these hardships.

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3. A tour of [REDACTED] by high-level officers of the DD/P occurred on 14 October. Among visiting persons were Mr. [REDACTED], Chief, WE Division; Mr. [REDACTED], Chief, NEA Division; and Mr. Charles Hulick, Assistant to Mr. Frank Wisner. Mr. [REDACTED] expressed deep interest in having instructors in Phases II and III join their divisions on operational assignments. Mr. [REDACTED] stated that he would furnish OTR with a list of operational assignments now open. Their interest clearly emphasizes the importance of teaching in Phases II and III to the careers of those instructors who are now assigned or who will be assigned in the future to those courses.

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5. The Office of Training is indebted to personnel from the Technical Services Staff and the Office of Communications for their invaluable assistance in presenting the Post Problem in Phase II. W/T communications were used during the problem for the first time. The W/T served as an illustration of the Reserve Communications System. Four field radio stations were established and the base radio facility was activated. In addition, four cryptographic safe houses were set up. A total of 13 Office of Communications personnel and 11 TSS personnel participated in the problem.

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6. [REDACTED] suffered minor damage as a result of the hurricane on 15 October, the most serious of which was the exposure of supplies and equipment to the elements by roof damage to one of the warehouses. The power failure which occurred was repaired the same day. Specifications have been prepared and submitted for the contract work required to repair the warehouse.

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7. Twenty Agency personnel in grades from GS-7 to GS-13 began the Basic Management Course on Monday, 18 October. All major components of the Agency were represented among this group.

8. The Office of Training prepared a special briefing for The Honorable John Tappin, United States Ambassador to Libya.

9. Three DD/I personnel presently are participating in an evening course sponsored by the School of Advanced International Studies on "Political Problems of Africa." No DD/P personnel were nominated for participation in this course.

10. Special arrangements are being made to provide Major [REDACTED] Office of Logistics, with an Agency orientation and indoctrination program.

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SIGNED
MATTHEW BAIRD

MB:ep (10/27/54)

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